

**Title of Position:            Grounds Person**

**Type of Appointment: Permanent Full-time**

## **1. Context**

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the learnings of Harvard's Teaching for Understanding and Visible Thinking frameworks. The synergy of these programs with the research of positive psychology and Lutheran theology provides for a rich whole of life learning culture.

Unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, and the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole school approach as they lead learning in the Foundation College (Kindergarten – Year 2), Junior College (Years 3-5), Middle College (Years 6-9) and Senior College (Years 10-12).

## **2. Role Description**

As a staff member within a Christian school the Grounds Person will be expected to support and contribute to the growth of a strong Christian faith community through personal example and professional leadership.

The Grounds Person will work collaboratively with the Property Manager as well as other Grounds Team members to ensure College grounds and facilities are maintained to a standard in line with College expectation. A high standard of customer service is required to be provided to the College community. The Grounds Person plays an important part in the College organisation and is directly responsible to the Property Manager.

Typical duties performed by the Grounds Person include, but not limited to:

- 2.1 Prepare and maintain sports field surfaces.
- 2.2 Prepare and maintain all grounds and landscaped areas.
- 2.3 Set up and remove equipment for sporting or College events.
- 2.4 Perform regular and corrective maintenance on College plant, equipment, buildings and grounds.
- 2.5 Implement maintenance programs as required.
- 2.6 Undertake landscape and field renovation works.
- 2.7 Operate a range of tools, plant and equipment.
- 2.8 Maintain tools, plant and equipment in serviceable and safe condition.
- 2.9 Ensure compliance with all Workplace Health and Safety requirements.
- 2.10 Keep work areas and amenities clean at all times.

## **3. Workplace Health and Safety**

Effective implementation of the College's Workplace Health and Safety Manual requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

All Academic and Ancillary staff must:

- 3.1 Perform work safely in accordance with the training (induction and annual) they have received and report substandard work conditions or practices.
- 3.2 Follow lawful written and verbal workplace health and safety instructions issued by managers and supervisors and observe all warning signs and notices.
- 3.3 Report all personal injuries immediately to the supervisor and appropriate College delegate.
- 3.4 Co-operate with and participate in all activities to make the work environment safer and healthier.
- 3.5 Maintain good housekeeping standards at all times.
- 3.6 Observe all warning signs and notices.
- 3.7 Ask for specific instruction regarding the hazards associated with performing tasks which may not be completely familiar.
- 3.8 Wear clothing and footwear appropriate to their job and use all personal protective devices specified and/or routinely expected for that job.
- 3.9 Operate specified plant and equipment, e.g. motor vehicles, cranes, etc, only if properly trained and authorised to do so.
- 3.10 Not wilfully or recklessly interfere with anything that might harm the health and safety of themselves and others.
- 3.11 Not attend work under the influence of alcohol or illegal drugs. Employees taking any medication must follow the directions of use and report to their Supervisor if this substance may interfere with their performance at work.
- 3.12 Assist with Risk Assessments and Accident Investigation Reports when requested to do so.

#### **4. Selection Criteria**

The successful applicant will need to demonstrate or have the demonstrated capacity to develop the capabilities described below:

- SC1.** Sound knowledge and experience in turf and horticulture is desirable.
- SC2.** Sound knowledge and experience in minor building maintenance is desirable.
- SC3.** Ability to operate and maintain gardening and maintenance machinery and equipment in accordance with WHS expectations and guidelines.
- SC4.** High level interpersonal skills including an ability to relate to all levels of the College community, including management, staff, students and visitors and work effectively as part of a team. Flexibility to meet the changing needs of a dynamic and learning community.
- SC5.** Be able to support the Christian ethos of the College.
- SC6.** Basic computer literacy skills to access the maintenance data base system.
- SC7.** A commitment to ongoing learning and growth.

#### **5. Conditions**

Employees must have or be eligible to acquire a Blue Card and maintain their Suitability to Work with Children requirements.

Salary and related conditions are in accordance with the Ancillary Staff Level 4 of Queensland Lutheran Schools Single Enterprise Agreement.

Please feel free to contact the Business Manager in relation to any queries regarding your application.

Applicants should **address the selection criteria** and email their application to Dr Bronwyn Dolling, Principal, Pacific Lutheran College, via [hrofficer@pacluth.qld.edu.au](mailto:hrofficer@pacluth.qld.edu.au), by **12pm Thursday 28th March 2024**.